

Team: Internal Review

Date:

Action Plan Summary

Key Assumptions					
– Client involvement is an important part of internal review					
Team Goals			Key Success Indicators		
– Design & implement internal review / risk assessment function that maximizes client involvement (H,M)			– Internal reviews and risk assessments are being performed with client buy in. (measurement?)		
– Develop process for completing 5 year Strategic Plan (M,M)			– Strategic plan completed in compliance with government regulation and integrated with other planning functions		
– Post relevant information to the intranet to make gathering information and collaboration easier (L, L)			– # FTE reduction in project support and crisis		
Process/Function	FTE's	Role In Goal Achievement			
– Analysis	0/3	– These FTEs will perform the new internal review/ risk assessment function once implemented			
– Monitoring	3.75/0	– These resources will be integral in maximizing client involvement because they are client facing			
– Internal Communication	1.25/0	– This resources will coordinate input to ED and SFA Reports and make decision on postings to IFAP			
– Strategic Planning	0/1	– This resource will be responsible for creating and maintaining the Strategic plan.			
– Project Support & Crisis	3/0	– These FTEs will give input on what types of postings would be useful for them on the Intranet			
Total	8/4				
Key Actions		Impact	Start	Complete	Responsibility
Design internal review / risk assessment function		Creates new function	01/01/01	03/01/01	Claugh
Create position descriptions and hire FTEs for internal review /risk assessment		Fills FTEs needed to run new function	02/15/01	5/01/01	Claugh
Conduct analysis to see if strategic plan belongs more with another planning function elsewhere.		This could produce FTE savings if this function fits better into another organization	12/15/00	01/15/01	Claugh
If applicable after analysis, hire FTE to create 5 year strategic plan		Client included more in all applicable internal review processes	1/15/01	2/15/00	Claugh
Introduce client participation as an initiative to all current and future employees, explore how the client can be involved in all steps of the process.		Improved client satisfaction and CFO image	01/01/01	Ongoing	Claugh
Research what would be valuable to have posted to the Intranet		Assures that only relevant data will be posted	01/01/01	01/15/00	Claugh
Create process for posting relevant data to intranet		Reduced stress on project support and crisis eventually allowing to transition some FTEs to other roles.	01/15/00	03/15/00	Claugh
Train process support and crisis personnel as well as posters on how process works		Posting process becomes operational	03/15/00	04/15/00	Claugh

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Analysis		
Conduct Internal Review/ Risk assessments	0/2.5	
Develop consultation and internal review proposals	0/.5	
Monitoring		
Coordinate Audit-Related Activities	3.75/0	
Internal Communication		
Coordinate Input to ED and SFA Reports	1/0	
Sharing information and knowledge	.25/0	
Strategic Planning		
Develop SFA/ CFO 5 year plan	0/1	
Project Support & Crisis		
Project support and crisis	3/0	
Total	8/4	